

~~SECRET~~Reports &  
Rec mgmt-6

ILLEGIB

VITAL MATERIALS REPORT FOR MONTH ENDING  
DECEMBER 1956

## 1. TYPES OF MATERIAL

A. (Measured in cubic ft.)	DEPOSITS		WITHDRAWALS		BAL
	This Mo.	To Date	This Mo.	To Date	
Documents	25.7	183.	13.8	74.9	669
Maps	0	42.6	0	0	301.6
Negatives	0	0	0	0	595.5
Cards (other than IBM)	0	0	0	0	8.45
Total	25.7	225.6	13.8	74.9	1,574.85

  

B. (Measured by actual count)					
Cards (IBM)	146,230	1,173,694	41,514	541,933	3,622,127
Film Reels (35mm)	10	353	0	1,892	4,933
Film Reels (16mm)	323	1,180	1	170	6,477

## 2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

	OFFICE	CABINETS
*	COMMO	3
*	DD/P	31
**	OSI	2
	ORR	1
	OCR	2
	OCI	2
	DD/P Staff D	1
	Total	42

## 3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	26
1. Number of Offices Depositing	24
2. Number of Offices not depositing	2
B. Number of Offices with Established Schedules or Letters of Exception	25
C. Number of Offices in which schedules are to be established	1
D. Offices depositing this month	18
E. Offices delinquent in depositing	0

\* Material not accessible to repository personnel.

\*\* Material in one of these cabinets not accessible to repository personnel

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12/17/56  
File - 12/10/56

VITAL MATERIALS REPORT FOR MONTH ENDING  
NOVEMBER 1956

TYPES OF MATERIAL A. (measured in cubic ft.)	DEPOSITS		WITHDRAWALS		BALANCE
	This Mo.	To Date	This Mo.	To Date	
Documents	26.2	157.3	8.	61.1	657.4
Maps	5.6	42.6	0	0	301.6
Negatives	0	0	0	0	595.5
Cards (other than IBM)	0	0	0	0	8.45
<u>TOTAL</u>	<u>31.8</u>	<u>199.9</u>	<u>8.</u>	<u>61.1</u>	<u>1562.95</u>
B. (Measured by actual count)					
Cards (IBM)	253,600	1,027,464	132,797	500,419	3,517,411
Film Reels (35mm)	1	343	2	1,892	4,923
Film Reels (16mm)	102	857	2	169	6,155

MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

OFFICE	CABINETS
* COMMO	3
* DD/P	31
** OSI	2
ORR	1
OCR	2
OCI	2
DD/P Staff D	1
	<u>42</u>

ACTIVITY OF OFFICE PROGRAMS

A. TOTAL OFFICES	
1. Number of Offices Depositing	26
2. Number of Offices Not Depositing	24
B. Number of Offices with established schedules or letters of exception	2
C. Number of Offices in which schedules are to be established.	25
D. Offices depositing this month	1
*** E. Offices delinquent in depositing	15
	1
* Material not accessible to repository personnel.	
** Material in one of these cabinets not accessible to repository personnel.	
*** General Counsel made last deposit on 22 June 1956. It was stated in last month's report that they would deposit accumulated material during November. They have not as yet done this.	

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File 25X1A9a

VITAL MATERIALS REPORT FOR MONTH  
ENDING OCTOBER 1956

A. TYPES OF MATERIAL (Measured in Cubic Ft.)	DEPOSITS		WITHDRAWALS		BALANCE
	This Mo.	To Date	This Mo.	To Date	
Documents	26.4	131.1	16.3	53.1	639.2
Maps	0	37.	-	-	296.
Negatives	0	-	-	-	595.5
Cards (other than IBM)	0	-	-	-	8.45
<u>TOTAL</u>	<u>26.4</u>	<u>168.1</u>	<u>16.3</u>	<u>53.1</u>	<u>1539.15</u>
B. (Measured by Actual Count)					
Cards (IBM)	162,830	773,864	76,515	367,622	3,396,608
Film Reels (35mm)	30	342	23	1,890	4,924
Film Reels (16mm)	364	755	82	167	6,055

MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
* COMMO	3
* DD/P	31
** OSI	2
ORR	1
OCR	2
OCI	2
DD/P Staff D	1
	<u>42</u>

ACTIVITY OF OFFICE PROGRAMS

A. TOTAL OFFICES	26
1. Number of Offices Depositing	24
2. Number of Offices Not Depositing	2
B. Number of Offices with established schedules or letters of exception	25
C. Number of Offices in which schedules are to be established	1
D. Offices depositing this month	17
E. Offices delinquent in depositing	1
* Material not accessible to repository personnel.	
** Material in one of these cabinets not accessible to repository personnel.	
*** General Counsel made last deposit on 22 June 1956. Mrs. [REDACTED] was called and she will deposit accumulated material this month.	25X1A9a

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VITAL MATERIALS REPORT FOR MONTH ENDING  
September 1956

*file 19/5*

1. TYPES OF MATERIAL	DEPOSITS		WITHDRAWALS		BALANCE
	This Mo.	To Date	This Mo.	To Date	
A. (Measured in cubic ft.)					
Documents	23	104.7	16	36.8	629.1
Maps	37	37	-	-	296
Negatives	-	-	-	-	595.5
Cards (other than IBM)	-	-	-	-	8.45
Total	60	141.7	16	36.8	1529.05
B. (Measured by actual count)					
Cards (IBM)	221,502	611,034	90,970	291,107	3,310,293
Film Reels (35mm)	117	312	115	1,867	4,917
Film Reels (16mm)	102	391	65	85	5,773

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

	OFFICE	CABINETS
*	COMMO	3
*	DD/P	31
**	OSI	2
	ORR	1
	OCR	2
	OCI	1
		<u>40</u>

3. ACTIVITY OF OFFICE PROGRAMS

A. TOTAL OFFICES	26
1. Number of Offices Depositing	24
2. Number of Offices not depositing	2
B. Number of offices with established schedules or letters of exception	25
C. Number of Offices in which schedules are to be established	1
D. Offices depositing this month	14
E. Offices delinquent in depositing	0
* Material not accessible to repository personnel.	
** Material in one of these cabinets not accessible to repository personnel.	

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VITAL MATERIALS REPORT FOR MONTH ENDING  
AUGUST 1956

1. TYPES OF MATERIAL

	DEPOSITS		WITHDRAWALS		BALANCE
	This Mo.	To Date	This Mo.	To Date	
A. (Measured in cubic ft.)					
Documents	23	81.7	12.1	20.8	622.1
Maps	-	-	-	-	259.
Negatives	-	-	-	-	595.5
Cards (Other than IBM)	-	-	-	-	8.45
Total	23	81.7	12.1	20.8	1,485.05
B. (Measured by Actual Count)					
Cards (IBM)	179,702	389,532	41,196	200,137	3,179,761
Film Reels (35mm)	141	195	1,752	1,752	4,915
Film Reels (16mm)	55	289	10	20	5,736

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

OFFICE	CABINETS
* COMMO	3
* DD/P	31
** OSI	2
ORR	1
OCR	2
OCI	2
* DD/P Staff Dir.	1
	<u>42</u>

3. ACTIVITY OF OFFICE PROGRAMS

A. TOTAL OFFICES	26
1. Number of Offices Depositing	24
2. Number of Offices Not Depositing	2
B. Number of Offices with established schedules or letter of exception	25
C. Number of Offices in which schedules are to be established	1
D. Offices depositing this month	18
E. Offices delinquent in depositing	0

\* Material not accessible to repository personnel

\*\* Material in one of these cabinets not accessible to repository personnel

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u This is an adjusted total resulting from an inventory made  
by Mr. [REDACTED]

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27

VITAL MATERIALS REPORT FOR MONTH ENDING  
JULY 1956

## 1. TYPES OF MATERIAL

A. (Measured in cubic ft.)	DEPOSITS		WITHDRAWALS		BALANCE
	This Mo.	To Date	This Mo.	To Date	
Documents	58.7	58.7	8.7	8.7	450.95
Maps	-	-	0	0	115.74
Negatives	-	-	0	0	124.68
Cards (other than IBM)	0	-	0	0	4.50
Total	58.7	58.7	8.7	8.7	695.87

  

B. (Measured by actual count)					
Cards (IBM)	209,830	209,830	158,941	158,941	3,041,255
Film Reels (35 mm)	54	54	0	0	6,526
Film Reels (16 mm)	234	234	10	10	5,691

## 2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

OFFICE	CABINETS
* COMMO	3
* DD/P	31
** OSI	2
ORR	1
OCR	2
OCI	2
	<u>41</u>

## 3. ACTIVITY OF OFFICE PROGRAMS

A. TOTAL OFFICES	26
1. Number of Offices Depositing	24
2. Number of Offices Not Depositing	2
B. Number of Offices with established schedules or letter of exception	25
C. Number of Offices in which schedules are to be established	1
D. Offices depositing this month	20
E. Offices delinquent in depositing	0

\*Material not accessible to repository personnel

\*\*Material in one of these cabinets not accessible to repository personnel

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21

VITAL MATERIALS REPORT FOR MONTH ENDING  
JUNE 1956

1. TYPES OF MATERIAL	DEPOSITS		WITHDRAWALS		BALANCE
	This Mo.	To Date	This Mo.	To Date	
A. (Measured in cubic ft.)					
Documents	33.8	277.15	13.75	150.60	400.95
Maps	0	19.	0	0	96.74
Negatives	0	0	0	0	124.68
Cards (other than IBM)	0	.25	0	0	4.50
Total	33.8	296.40	13.75	150.60	626.87
B. (Measured by actual count)					
Cards (IBM)	215,738	2,721,780	836,002	4,314,659	2,990,366
Film Reels (35mm)	49	856	33	346	6,472
Film Reels (16 mm)	638	2,648	7	82	5,467

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

OFFICE	CABINETS
* COMMO	3
* DD/P	31
** OSI	2
ORR	1
OCR	2
OCI	1
	<u>40</u>

3. ACTIVITY OF OFFICE PROGRAMS

A. TOTAL OFFICES	26
1. Number of Offices Depositing	24
2. Number of Offices Not Depositing	2
B. Number of Offices with established schedules or letter of exception	24
C. Number of offices in which schedules are to be established	2
D. Offices depositing this month	19
E. Offices delinquent in depositing	0

\*Material not accessible to repository personnel

\*\*Material in one of these cabinets not accessible to repository personnel

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VITAL MATERIALS REPORT FOR MONTH ENDING  
May 1956FILED  
RETURN TO

RECORDS MANAGEMENT DIVISION

1. TYPES OF MATERIAL	DEPOSITS		WITHDRAWALS		BALANCE
	This Mo.	To Date	This Mo.	To Date	
A. (Measured in cubic ft.)					
Documents	27.7	243.35	12.7	136.85	380.9
Maps	0	19.95	0	0	96.74
Negatives	0	0	0	0	124.68
Cards (other than IBM)	0	.25	0	0	4.50
Total	27.7	263.55	12.7	136.85	606.82
B. (Measured by actual count)					
Cards(IBM)	163,171	2,506,042	406,109	3,478,657	3,610,630
Film Reels (35mm)	109	807	36	313	6,456
Film Reels (16mm)	31	2,010	0	75	4,836

## 2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

	OFFICE	CABINETS
*	COMMO	3
*	DD/P	31
**	OSI	2
	ORR	1
	OCR	2
	OCI	1
		40

## 3. ACTIVITY OF OFFICE PROGRAMS

A. TOTAL OFFICES	26
1. Number of Offices Depositing	24
2. Number of Offices Not Depositing	2
B. Number of Offices with established schedules or letter of exception	23
C. Number of offices in which schedules are to be established	3
D. Offices depositing this month	16
E. Offices delinquent in depositing	0

- \* Material not accessible to repository personnel  
 \*\* Material In one of these cabinets not accessible to repository personnel

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VITAL MATERIALS REPORT FOR MO  
OF  
APRIL 1956

ILLEGIB  
Records 6-14

1. TYPES OF MATERIAL	DEPOSITS		WITHDRAWALS		BALANCE
	This Mo.	To Date	This Mo.	To Date	
A. (Measured in cubic ft.)					
Documents	21.8	215.65	8.8	124.15	365.9
Maps	0	19.95	0	0	96.74
Negatives	0	0	0	0	124.68
Cards (other than IBM)	0	.25	0	0	4.50
Total	21.8	235.85	8.8	124.15	591.82
B. (Measured by actual count)					
Cards (IBM)	645,374	2,342,871	522,553	3,072,548	3,853,568
Film Reels (35mm)	39	698	28	277	6,383
Film Reels (16mm)	27	1,979	0	75	4,805

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER.

OFFICE	CABINETS
*COMMO	3
*DD/P	31
**OSI	2
ORR	1-
OCD	2
OCI	1
TOTAL	40

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	25
1. Number of Offices Depositing	23
2. Number of Offices Not depositing	2
B. Number of Offices with established schedules or letter of exception	19
C. Number of Offices in which schedules are to be established	6
D. Offices depositing this month	16
E. Offices Delinquent in depositing	0

\* Material not accessible to Repository personnel.

\*\* Material in one of these cabinets not accessible to repository personnel.

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RETURN TO

RECORDS MANAGEMENT DIVISION

VITAL MATERIALS REPORT FOR MONTH  
ENDING  
MARCH 1956

1. TYPES OF MATERIAL	<u>DEPOSITS</u>		<u>WITHDRAWALS</u>		<u>BALANCE</u>
	This Mo.	To Date	This Mo.	To Date	
A. (Measured in cubic ft.)					
Documents	27.5	193.85	24.3	115.35	352.9
Maps	0	19.95	0	0	96.74
Negatives	0	0	0	0	124.68
Cards (other than IBM)	0	.25	0	0	4.50
TOTAL	27.5	214.05	24.3	115.35	578.82
B. (Measured by actual count)					
Cards (IBM)	274,295	1,697,497	1,089,688	2,549,995	3,730,747
Film Reels (35mm)	6	659	47	249	6,372
Film Reels (16mm)	117	1,952	35	75	4,778

## 2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

	<u>OFFICE</u>	<u>CABINETS</u>
*	COMMO	3
*	DD/P	31
**	OSI	2
	ORR	1
	OCD	2
	OCI	1
	TOTAL	40

## 3. ACTIVITY OF OFFICE PROGRAMS

A. TOTAL OFFICES	25
1. Number of Offices depositing	23
2. Number of Offices not depositing	2
B. Number of Offices with Established schedules or letter of exception	19
C. Number of offices in which schedules are to be established	6
D. Offices depositing this month	15
*** E. Offices delinquent in depositing	1

\* Material not accessible to Repository Personnel  
 \*\* Material In one of these cabinets not accessible to Repository Personnel  
 \*\*\* The office of General Counsel has not made a Deposit Since the schedule was signed in January 1956. Consideration is being given to changing the present monthly depositing frequency to quarterly.

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RETURN TO

MANAGEMENT DIVISION

3/7

VITAL MATERIALS REPORT FOR MONTH OF  
FEBRUARY 1956

1. TYPES OF MATERIAL	DEPOSITS		WITHDRAWALS		BALANCE
A. (Measured in cubic ft.)	This Mo.	To Date	This Mo.	To Date	
Documents	21.1	166.35	5.0	91.05	349.7
Maps		19.95	0	0	96.74
Negatives		0	0	0	124.68
Cards (other than IBM)		.25	0	0	4.50
Total	21.1	186.55	5.	91.05	575.62
B. (Measured by actual count)					
Cards (IBM)	154,440	1,423,202	207,747	1,460,307	4,546,140
Film Reels (35mm)	38	653	0	202	6,413
Film Reels (16mm)	360	1,835	0	40	4,696

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

OFFICE	CABINETS
* COMMO	3
* DD/P	31
** OSI	2
ORR	1
OCR	2
OCI	1
Total	40

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	25
1. Number of Offices Depositing	23
2. Number of Offices not Depositing	2
B. Number of Offices with Established Schedules or Letter of Exception	18
C. Number of Offices In Which Schedules Are To Be Established	7
D. Offices Depositing This Month	15
E. Offices Delinquent In Depositing	0

\*Material Not Accessible to Repository Personnel  
\*\*Material In One Of These Cabinets Not Accessible To Repository Personnel

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File -

1/31

VITAL MATERIALS REPORT FOR MONTH OF  
January 1956

1. TYPES OF MATERIAL	DEPOSITS		WITHDRAWALS		BALANCE
	This Mo.	To Date	This Mo.	To Date	
A. (Measured in cubic ft.)					
Documents	16.1	145.25	2.5	86.05	333.6
Maps	0	19.95	0	0	96.74
Negatives	0	0	0	0	124.68
Cards (other than IBM)	.25	.25	0	0	4.50
Total	16.35	165.45	2.5	86.05	559.52
B. (Measured by actual count)					***
Cards (IBM)	152,010	1,268,762	85,464	1,252,560	4,599,447
Film Reels (35mm)	159	615	72	202	6,375
Film Reels (16mm)	35	1,475	0	40	4,336

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

	OFFICE	CABINETS
* COMMO		3
* DD/P		31
** OSI		2
ORR		1
OCR		2
OCI		1
	TOTAL	40

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	21
1. Number of Offices Depositing	20
2. Number of Offices not Depositing	1
B. Number of Offices with Established Schedules or Letter of Exception	14
C. Number of Offices In Which Schedules are to be Established	7
D. Offices Depositing This Month	15
E. Offices Delinquent In Depositing	0

\* Material not accessible to Repository Personnel.

\*\* Material in one of these cabinets not accessible to Repository Personnel.

\*\*\* This is an adjusted figure Resulting from an actual count by repository personnel.

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